Service/Support Request (SR) Information
Enhancements (SRs) Approved by Governance - ACTIVE

Gov. Priority	SR #	Gov. Priority #	Requesting Agency	Product	Impacts All Agencies	Module	Priority	Level of Effort	Short Description	Long Description	Synopsis of Request (Requirements)	Proposed Solution (How it would work/Customization Overview)	Status; *=Updates	Status Notes
1	17992	41.43	PUC	Talent Management	Yes	Recruiting	Medium	Low	Require Fields on the Candidate's Job Submission	Make certain fields required for the candidate to respond to on their job submission via the CAPPS Career Section. Fields include: In the Education section: Type of School In the Work Experience section: Job Type and summary of experience.	Require the candidate to complete the Type of School, Job Type, and Summary of Experience on their job submission.	Configure the Type of School, Job Type, and Summary of Experience to be required for the candidate to complete when submitting their job submission on the Career Section. The fields will not be required for a recruiter within CAPPS Recruit.	System Test	
2	**7600**	31.83	DPS	CAPPS HR/Payroll	Yes	Performance Management	Medium	Medium	Query Needed to display Performance Notes	Recreated from SR 6755 and 7460. We would like a query created for Performance Notes. We require the following Performance Notes fields displayed: Empl ID, Employee Name, Reports To Empl ID & Name, Created By Name and Date/Time, Subject Line, Note, Transferred By Empl ID & Name, Transferred To Empl ID & Name, Updated By Name and Last Updated Date/Time.	In order to efficiently and effectively manage information captured in the Performance Notes a query is needed	Develop a new query which will display the following fields: • Emplid • Employee Name • Reports To Name • Reports To Emplid • Created by Name • Created Date/Time • Subject • Note • Transferred by Name • Transferred by Emplid • Transferred to Name • Transferred to Emplid • Updated by Name • Last Updated Date/Time Prompts will include: Company (required) Department (optional) Manager's Name (optional)	*Completed	
3	**17603**	29.43	CPA	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Time To Hire Report	Create a date/time difference between each Step in the CSW, for example: • Calculate Submission Created --> Submission Completed= n • Calculate Requisition Creation --> Request Approval = n • Calculate Requisition Approval --> Posting Begin Date = n	Build a report to track Time to Hire. In addition to the items requested in the Long Description, OAG / SORM requested a similar report for FY20 CAPPS Recruit Deployment to measure time to fill from the first posting date to the selected candidate's start date (effective date) and/or when the requisition status is updated to Filled.	Build a Time to Hire report in Oracle Business Intelligence (OBI) to track the time between significant dates on a requisition and hiring the selected candidate.	*System Test	
4	1111	23.17	OCA/SPA	CAPPS Reporting Team	Yes	Reports	Medium	Large	State Matching Contributions Reports by Year	Agency would like the current State Matching Contribution Report to include the Appropriations Year (AY) column. The TX_PYRL_DTL should include earn and pay dates, as well as the AY and FY for each. Additionally, they would like a new report for YTD contribution totals with the option to run by either FY or AY. The current report only has the option to run by payroll document number.	The Agency would like to add the EARNS_END_DT field to the State Matching Contribution Report to show when an amount was appropriated versus when it was paid. Additionally, they are requesting a new report in the same format as the State Matching Contribution Report with a Run Control option of FY or AY. Adding the Run Control option for FY or AY cannot be simply added to the current report.	Add the AY to the current State Matching Contribution Report. Create a new report that provides year-to-date totals with the option to run by either FY or AY. Add the earn date and pay date to the TX_PYRL_DTL query along with the corresponding AY and FY columns.	In Work	Pending Development Assigned to the CAPPS Reporting Team

CAPPS HR/Payroll
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Date of Report: 02/18/2020

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6	17226	15.29	CPA	Talent Management	Yes	Recruiting	Low	Low	Remove the default Requisition filter Draft	Configure the list formats of the default Requisition filter which is currently set to 'Draft', and update it to have no filter on Requisitions. When users click on the requisitions, Recruit will show no filter such as Open, Draft etc. so users can expand the Requisitions field and filter out with any statuses	The request is to change the default filter from showing the CAPPS Recruit users the Draft requisitions to showing all the active requisitions. The user can then filter the requisitions further if needed. Many times the users would rather look at requisitions in other statuses (mostly Open status) rather than Draft status, so today it requires the user to modify the filter almost every time.	Modify the CAPPS Recruit list format configuration to change the default filter on the requisition view.	*Completed	
7	2374	12	DPS	CAPPS HR/Payroll	Yes	TL Time and Labor	Low	Small	No Success Time Administrations Report	Would it be possible to have the query copied over to us that shows the employees with "No Success" runs in Time Administration that way we can run it periodically to have them cleared out?	Agency requests the creation of a new query to show the employees with "No Success" runs in Time Administration. Currently, CPA runs a query, and distributes it to the agency. Agency would like the ability to run the query.	Develop a new, public query using the SQL CPA has already established.	In Work	Pending Development Assigned to the CAPPS Reporting Team
8	17987	12	OAG/SORM	Talent Management	Yes	Recruiting	Medium	Low	Update Automatic New Candidate Message Wording	Update the CAPPS Job-Specific Capture Profile Acknowledgement, New Candidate correspondence message template wording to change the word, "company," to "organization."	Change the verbiage on the message that is sent automatically to candidates who are imported with a job submission. The message thanks the candidate for their interest in our company, but the requesting agency would like to replace the word company with organization, as it is a better description of State agencies.	Update the default verbiage for the CAPPS Job-Specific Capture Profile Acknowledgement, New Candidate correspondence message via configuration.	System Test	
9	8827	11.17	DPS	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Recruiting OBI new reports request	We would like to request 9 new reports in CAPPS Recruiting OBI. Using the Agency Dashboard report as a guide and take each section and build it into a separate report, i.e. Exec. Recruiting Summary # of Openings and # of Submissions as one report, Exec. Recruiting Summary Not Selected Report as another, so on and so forth. This report frequently times out due to the number of rows that continue to generate (currently over 70,000 rows) as we continue to use CAPPS and we are unable to pull that data we need for reporting to our leadership.	Remove the set of 9 custom reports that are embedded in the custom Dashboard file called "TX - Agency Dashboard", and allow these to be run individually rather than always as a set in the Dashboard.	In CAPPS Recruit OBI: - Remove the set of 9 custom reports from the existing custom Dashboard file called "TX - Agency Dashboard". - Typically we create new Prompt Files for each report but in this case the existing reports currently all use the same prompt file so we could leverage that prompt file for each of the 9 (new) individual reports. (Note: the reports already exist and work, they just need to be split out so that they can be run individually by the Agency Users. There is no new build effort needed for the reports for this request.) - Create a set of 9 new dashboard files - one for each of the individual reports (each dashboard has the name of the report), and add the reference to the prompt file as well as the reference to the report file to each dashboard file. - Deploy the new dashboard files to all the Agency reports folders (maintaining our multi-tenancy approach). - Remove the existing dashboard file called "TX - Agency Dashboard" from each of the Agency Report folders.	*Acceptance Testing	

CAPPS User Group Meeting 02/25/2020

CAPPS HR/Payroll
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10	17984	10.57	OAG/SORM	Talent Management	Yes	Recruiting	Low	Low	Update CAPPS Offer Letter - External Wording	Update the CAPPS Offer Letter - External correspondence message template wording to change the phrase, "a final offer," to "an offer."	Because this may not be the final offer, a request was made to modify the CAPPS Offer Letter - External message template. The text would change from "a final offer" to "an offer."	Update the default verbiage for the CAPPS Offer Letter - External correspondence message via configuration.	System Test	
11	17994	10.29	OAG(/SORM	Talent Management	Yes	Recruiting	Medium	Low	Candidate Screening Tracking Fields	Agency requests a way to track if a candidate has responded to all screening questions and to track if the agency has contacted the candidate to complete screening questions. New tracking fields can be added to CAPPS Recruit, which would require manual updating by the agency. The fields will be made available to add to the list format views. The agency users can save custom list formats including the new tracking fields.	Agency would like to be able to view, in a list, if candidates have responded to all screening questions and also to see if the agency has contacted the candidate to complete the screening questions. This tracking information can be updated manually by the end user.	Through configuration, create two new user-defined fields that can be used to track if the candidate has responded to all screening questions and if the agency has contacted the candidate to respond to un-answered questions. The fields would need to be updated manually by a recruiter/recruiter administrator to track this information. In addition, update the list formats to include the Submission Completed Date.	System Test	
12	16900	8.67	DPS	CAPPS HR/Payroll	No	HR Human Resources	Low	Low	Add Disciplinary Steps	Under Record Disciplinary Actions, CAPPS will not allow 'Action Taken' rows with a duplicate 'Disciplinary Step' code. Therefore, we would like to add the following Disciplinary Step codes to the list: Descr / Description TNE / Training – EEO TNT / Training – Ethics TNL / Training – Leadership TNO / Training – Other	The change is to add the requested steps to the Disciplinary Code table. These steps will be available for all agencies if applicable.	Update the Disciplinary Code table in CAPPS Recruit to include the proposed steps.	In Work	

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13	17983	8.14	TABC	Talent Management	Yes	Reports, Recruiting	Medium	Medium	Add Pre-Interview Assessments to CAPPS CSW	The agency requests to add an optional step for Pre-Interview Assessments to the CAPPS CSW, which would be placed between the HM Screen step and the 1st Interview step.	Modify the standard CAPPS Candidate Selection Workflow (CSW) to include an optional step for Pre-Interview Assessments between the HM Screen and 1st Interview steps. This will require configuration and impact reporting.	Through configuration, modify the standard CAPPS Candidate Selection Workflow (CSW) to include an optional step for Pre-Interview Assessments between the HM Screen and 1st Interview steps. Additionally, update the TX – Recruiting – CSW Funnel Report and TX – Recruiting – Staffing Workload Report to include the Pre-Interview Assessment step.	*System test	
14	8506	5.17	DPS	CAPPS HR/Payroll	Yes	Reports	Low	Medium	New dual employment query	Agency would like to run a query that shows any employees dually-employed at another agency.	The State Employees Employed By More Than One State Agency does not show SAD1 employees. Agency is requesting a simple query that shows all employees dually-employed.	Since Query Manager Won't allow agencies to view other agency information, I suggest we create a view that can, in turn, be used as a query.	In Work	